

\$25.00 Fee_____

ATTACH PHOTO HERE

Medical Release Forms(2) _____

(2X3)

HIGHLAND POLICE DEPARTMENT

(Short form- Non Certified)

Application for Probationary Police Officer

Name in Full: _____
(last) (first) (middle)

Home address: _____
(street) (city/town) (state & zip)

Home phone: _____ Cell: _____

Email: _____

Date of birth: _____ Place of birth: _____

Social Security number: _____

Current place of employment: _____

Education: High School Diploma: _____ GED: _____ (check one)
College: _____ (number of years)
Degree: _____

Military Service/Branch: Yes _____ No _____ Branch: _____
(if you indicate yes a copy of the Military DD214 form is required)

Emergency Contact Information :(name) _____

Emergency contact telephone/cell number: _____

Signature: _____ Date: _____

We are proud to be an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, religion, color, sex, age, mental or physical disability unrelated to ability, national origin, marital status, veteran status, or any other projected status consistent with applicable law. Our intent is to recruit and retain qualified employees through objectives measures and qualifications, education, training and performance.

INFORMED CONSENT FOR THE HIGHLAND POLICE DEPARTMENT'S PHYSICAL AGILITY TESTING

1. Explanation of the Physical Agility Testing Evaluation

This evaluation has been designed to assess your ability to perform certain job tasks specifically related to law enforcement. This evaluation will assess the efficiency of the heart, lungs, circulatory system, and flexibility of the lower back, hamstring musculature, upper body strength, and explosive power.

2. Risks and Discomfort

There exists the possibility of certain changes occurring during the evaluation. These include but are not limited to abnormal blood pressure, fainting, disorders of the heartbeat, and in rare instances, heart attack. There also exists the possibility of joint sprain and/or tendon strain. Emergency equipment and trained personnel will be on site to deal with unusual situations that arise.

3. Benefits to be Expected

The results obtained from the Physical Agility Testing Evaluation will assist the Highland Police Department in determining your state of performance readiness. The results obtained will also benefit you in that you will be consciously aware of your physical health and motor ability.

4. Inquiries

If you have any questions concerning the Physical Agility Testing, please contact Commander John Banasiak at (219) 838-3184, ext 3304.

5. Freedom of Consent

Your permission to perform the Physical Agility Testing Evaluation is voluntary. (Passing this testing is a requirement for further hiring consideration).

I have read this form and I understand the test procedures that I will perform. I consent to participate in the Highland Police Department's Physical Agility Testing Evaluation.

Printed Name

Signature

Date

Witness's Printed Name

Witness's signature

Date

**PHYSICIAN'S REFERRAL FORM FOR THE HIGHLAND POLICE
DEPARTMENT'S AGILITY TEST**

Dear Doctor or Nurse Practitioner:

Your patient _____, has volunteered to participate in the Highland Police Department's physical agility testing. These tests are designed to evaluate the individual's state of physical readiness prior to possibly embarking on a career in law enforcement.

Applicants must meet the below listed standards in all categories in order to continue the hiring process. The agility testing is designed to assess the following:

<u>Test</u>	<u>Standards (requirement)</u>
1. Vertical Jump	16 inches
2. One Minute Sit Up	29
3. 300 Meter Run	71 seconds
4. Maximum Push Up	25
5. 1.5 Mile Run	16 minutes, 28 seconds

Failure to comply with these standards will disqualify the applicant from further processing.

Please identify whether or not the individual is considered by you to be fit to participate in the agility testing.

NOTE: The testing **will not be** administered without this completed form.

I certify that this individual is fit to participate in the Highland Police Department's agility testing.

NURSE PRACTITIONER OR
REFERRING PHYSICIAN (signature) _____

Printed Name _____

Address _____

City _____ State _____ Zip code _____

Office Telephone Number _____

NOTICE TO POLICE DEPARTMENT APPLICANTS (Non-Certified Instructions)

Fill out the short-form application for a Probationary Police Officer completely and accurately. Make sure you attach your photo to the application.

There will be a \$25.00 application fee due upon returning the short form application to the Highland Police Department.

BASIC REQUIREMENTS/QUALIFICATIONS FOR EMPLOYMENT

1. The Highland Police Department minimum standards for police officer certification requires that a candidate must:
 - a. Be at least 21 years of age, but not over 35 by years of age, upon application per Indiana State PERF standards.
 - b. Be a United States Citizen
 - c. Be a high school graduate or have a G.E.D. equivalency.
 - d. Be of good reputation and character.
 - e. Be able to pass an agility test (Indiana Law Enforcement Academy requirements), written test, polygraph, background investigation, medical examination, and psychological examination.
 - f. Have a valid driver's license.
 - g. Meet residency requirements within six months of employment.

Please type or print your application neatly.

ALL releases must be signed and dated and returned with your application. (This includes the Informed Consent for the Agility Test by the applicant and the Physician's Referral form for the Agility Test which must be signed by the Doctor or Nurse Practitioner.) It is preferred that the Physician's Referral form be turned in with the short form application, however it must be turned in no later than when you arrive to participate in the Physical Agility Test.

The physical agility test will take place at the Lincoln Community Center (2450 Lincoln Street, Highland, IN) on Friday October 16, 2020 at 6:30pm. Doors will open at 6:00pm and will close promptly at 6:30pm. Those arriving after 6:30pm will not be allowed to continue with the hiring process.

In order to participate in the agility test, you must have:

- A state issued driver's license or I.D. card
- A mask

For those successfully passing the Agility Test, you will be invited back to take the written test. This test will take place shortly after the completion of the agility test and will be administered in the Lincoln Community Center Banquet Hall.

In order to participate in the written test, you must have:

- A state issued driver's license or I.D. card
- A mask
- Three #2 pencils
- NOTE: No cell phones or calculators will be allowed into the testing facility.

You may leave the facility during that time between the tests to obtain a snack or you may bring your own snacks/drinks to consume between the testing events. Lincoln Community Center has shower facilities should you wish to use them.

After successful completion of the Agility and Written examinations, the number of non-certified applicants selected for further processing and evaluation will be determined by either a cut-off test score, or by selecting a given number of the top test scores. Either method of cut-off system will be determined by the Police Commission Board, based upon the needs of the Police Department.

Please note that if you successfully pass the physical agility and the written exam, you will be required to provide the following items in a relatively short timeframe:

High School Diploma

College Diploma and transcripts

DD214 (if in the Military)

Employee references: (2) with names, full addresses, contact numbers, years of employment.

Non-relative references: (5) – no former employers-names, full addresses, contact numbers, years known.

It is strongly suggested that you begin acquiring the above items/documents now as some of these items take time to acquire. These items, along with other information, will be needed for the very lengthy and thorough long-form

application. This process will have a rather short timeframe requirement due to the schedule of the upcoming Police Academy dates.

The Agility test may be viewed on the Indiana Law Enforcement Academy website at in.gov/ilea. We will be utilizing the Police Academy EXIT standards and NOT the entrance standards in our testing.

Any questions, please do not hesitate to call 219-838-3184 x 3318, Monday-Friday from 8:00am to 4:00pm, identifying yourself as an applicant and request to speak with someone in the Administration.

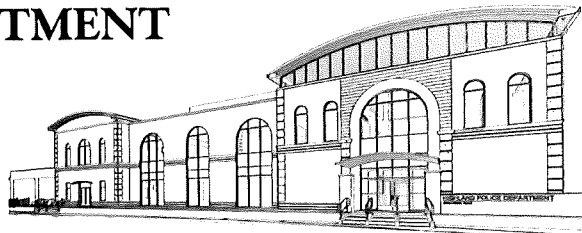
ALL SHORT FORM APPLICATIONS MUST BE RETURNED TO THE HIGHLAND POLICE DEPARTMENT BY 7:00am on Monday September 21, 2020.



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



Dear Applicant,

Thank you for your interest in making application with the Town of Highland, Indiana Police Department for the position of sworn, full time, Probationary Police Officer. The following are some very important Events/Dates of which we wanted to make you aware of so you can plan your schedule accordingly.

EVENT: Non-Mandatory Orientation: Study Guides will be issued and reviewed in preparation for the written test, the Physical Agility test will be discussed/demonstrated, proper attire for the testing discussed and an interview workshop will be conducted to discuss topics associated with the interview process should you successfully complete the Agility Test/Written Test and score within a percentage deemed acceptable by the Highland Metropolitan Police Commission.

WHEN: TUESDAY SEPTEMBER 22ND AT 7:00 PM

WHERE: HIGHLAND POLICE DEPT. 3315 RIDGE ROAD- COMMUNITY ROOM

OR

WHEN: THURSDAY SEPTEMBER 24TH AT 9:00 AM

WHERE: HIGHLAND POLICE DEPT. 3315 RIDGE ROAD- COMMUNITY ROOM

DOORS WILL CLOSE SHARPLY AT DESIGNATED TIMES- NO LATE ENTRY.

Again, these meetings are NOT MANDATORY. They are intended to assist you with the process.

- Attire for the Non-Mandatory Orientation is casual. You may wish to bring pen/paper for note taking.
- MASKS MUST BE WORN.

If you would like a study guide and not wish to attend either session, you may call LuAnn at 219-838-3184 ext 3318 to make arrangements to acquire one. The Agility Test may also be viewed on the Indiana Law Enforcement Academy website at in.gov/ilea. Once there, click on "physical fitness standards" and watch the two videos.

The study guides will need to be returned the day of the agility/written testing.

EVENT: MANDATORY AGILITY TEST. Doors open at 6:00 PM, no one will be admitted after 6:30 PM.

WHEN: FRIDAY OCTOBER 16TH AT 6:30 PM

WHERE: HIGHLAND LINCOLN CENTER, 2450 LINCOLN STREET, HIGHLAND
FIELDHOUSE

Those applicants successfully completing the Agility testing will be invited to participate in the written test IMMEDIATELY AFTER THE AGILITY.

EVENT: MANDATORY WRITTEN TEST.

WHEN: FRIDAY OCTOBER 16TH 2020

WHERE: HIGHLAND LINCOLN CENTER, 2450 LINCOLN STREET, HIGHLAND
BANQUET HALL

NOTE: You must bring a valid Driver's License or other State/Federally recognized photo identification to both the agility and written testing. This is the only date this testing is being offered and failure to successfully pass both the Agility Test and Written Test on this date will eliminate you from further consideration.

The Highland Police Department will abide by Indiana Code 5-9-3-2 which states:

"Political subdivisions of the State of Indiana shall allow preference points to eligible armed forces veterans who are examined for full time employment. Preference points awarded to such veterans on each such examination shall be ten percent (10%) of the total number of points which may be obtained thereon.

To be eligible to receive preference points under this chapter, a person must have: (a) Served on active duty in the armed forces of the United States for a least one hundred eighty one (181) days, and (b) received an honorable discharge.

A copy of your DD214 must be brought to the Agility testing day. Failure to do so will disqualify you from obtaining preference points.

*Attire for the Agility Testing should be comfortable clothing i.e. (shorts, sweat pants, running shoes, t-shirt or tank top, towel, photo ID as stated above).

*Attire for Written test following successful completion of the Agility Test may be the same clothing worn at the Agility test or you may have time to change into something more comfortable between testing.

*Water will be provided. If you wish you may also bring your own drinks/snacks for use during the agility testing or before your written testing.

*Any questions please call LuAnn at 219-838-3184 ext 3318.